

Supplier Integrity: Supplier Hub Training

Prospect Vendor: Pre-Registration



This job aid describes the process for completing prospect vendor pre-registration in the Kroger Supplier Hub.

Prospects are vendors with whom Kroger does not currently do business. Prospects can pre-register some of their organization information in the Supplier Hub on the possibility that Kroger will do business with them in the future.

Pre-Register as a Prospect Vendor

Access the Prospect Vendor Pre-Registration

Prospect vendors can access the **Prospect Vendor Pre-Registration** form one of two ways:

1. A Kroger associate provides a link to the form.
2. The prospect vendor accesses the form through the [Become a Supplier page](#) on [TheKrogerCo.com](#).

Complete Prospect Vendor Pre-Registration

Complete the form to pre-register with Kroger to be considered as a prospect.

1. Complete the **Company Details** section by providing your **Company Name** and **EIN/Taxpayer ID (A)**.

Note: If you do not have an EIN number, you must reach out to the IRS to obtain one. **Do NOT enter a Social Security Number in this field.**

2. Complete the **Contact Information** section. Provide the **Email, First Name, Last Name, and Phone Number** of the person Kroger should contact **(B)**.

Note: The Supplier Hub will send an invitation e-mail to the e-mail address entered. Please be sure it is entered correctly.

3. Click **Submit (C)**. A message displays confirming the form was submitted successfully.

Error Messages

If the page displays an error message that the e-mail address is already in use **(D)** or the **Company Name** already exists **(E)**, check with your organization to see whether anyone has already submitted this form. If so, ask them to add you as a user on the account.

If you have a contact at Kroger, you may reach out to them to request Kroger add you as a contact on the appropriate vendor profile.

Note: The **Kroger Supplier Engagement Group** is unable to provide assistance to prospect vendors. Prospects should refer to the help documentation to complete and submit their registration.



Next Steps

The Kroger Supplier Hub will send an e-mail to the contact with a link to the Supplier Hub and a user name with a temporary password. Use this to access the Supplier Hub and continue your registration.

The pages of the Supplier Hub include instruction sections with links to help documentation (F). Refer to these sections if you need assistance completing your profile.

Administration

General

Company Profile

Organization

Categorization Header

Legal Information

Diversity

Contacts Header

General

Organization Name: George Farms Dun & Bradstreet (DUNS) Number: 041031845

Vendor Onboarding Status: Prospect Registration Complete

[Hide Instructions](#)

Welcome to the Kroger Supplier Hub! Use the menu on the left to go to the desired section, or use the buttons at the top right of the screen to navigate between sections.

If this is your first time accessing the Supplier Hub or you would like to review information on completing and maintaining your profile, please click the link to our overview and tutorials page: [click here](#)

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